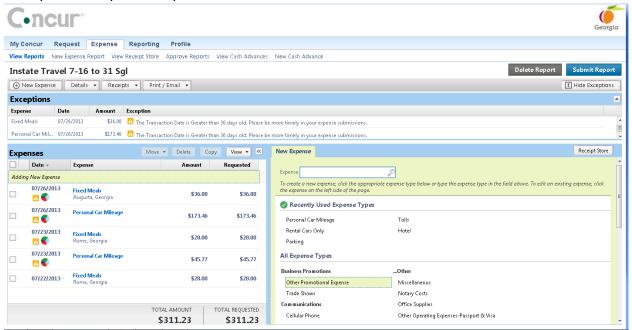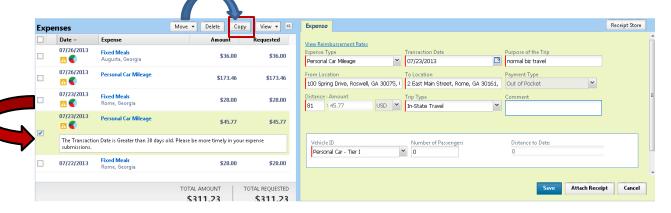# How to Copy an Expense Item

1. Open the Expense Report
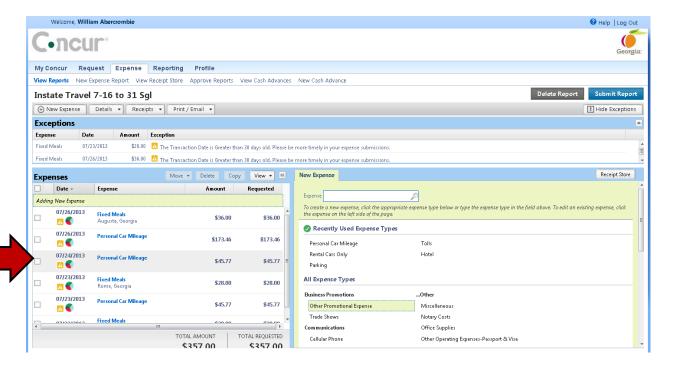

2. Select the item you wish to copy and click on **Copy**
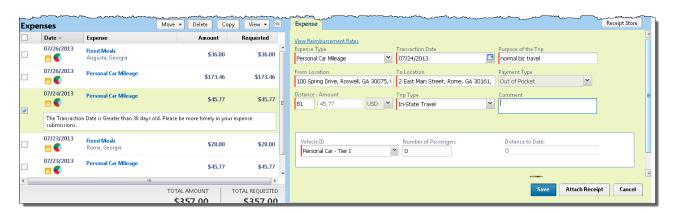

Note: Not all expenses can be copied. For example, Fixed Meals cannot be copied. You must enter then via **Details>Travel Allowances** When an expense cannot be copied, the Copy button will be disabled.
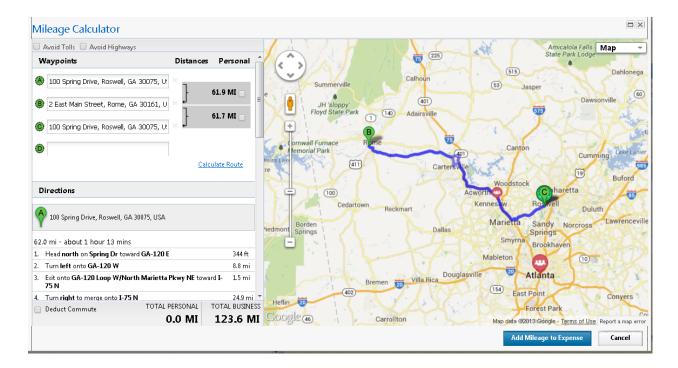
3. The new Expense Item will appear with a date 1 day later than the Expense Item you copied with all the details identical to the item you copied from.
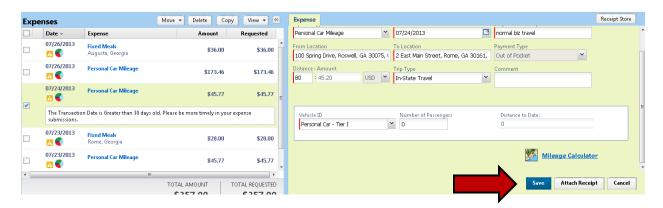

4. Open the new item and update information that is different. For example, with Personal Car Mileage you might need to change the Vehicle ID (reimbursement rate), Transaction Date or scroll down to Mileage Calculator and select it to modify the stops for that day.

5. Complete any required change to the item and click on **Save** and you are done.

Note: Copying repetitive Expense Items can save you a great deal of time!